

**Paid Family and Medical Leave Insurance Authority
Board of Directors Meeting
Thursday, September 10, 2020, 9-11 am**

Agenda

Join Zoom Meeting

<https://zoom.us/j/97336309704?pwd=blMyRkNucURidkZlNUUwTjZ2SEd5UT09>

Meeting ID: 973 3630 9704

Passcode: 737581

One tap mobile

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1. Call to Order & Welcome Fran Pastore, Board Vice chair
 - Board member attendance
 - Acknowledgement of public members

2. Review & approval of August 13th board meeting minutes (attached)

3. Update on Private Plans Andrea Barton Reeves & Erin Choquette
 - Report on public comments and recommendations
 - Vote on proposed revisions to Employer Application Process**

4. Reports from Board Committees:
 - Outreach and Engagement Molly Weston Williamson
 - Policy & Personnel Henry Zaccardi
 - Finance John Scott

5. Website Demonstration Andrea Barton Reeves

6. Report from CEO Andrea Barton Reeves

7. Old Business Fran Pastore

8. New Business Fran Pastore

9. Adjournment

** Vote required

BOARD OF DIRECTORS MEETING PAID FAMILY AND MEDICAL LEAVE INSURANCE AUTHORITY AUGUST 13, 2020 9:00 a.m. to 11:00 a.m. <https://zoom.us/j/93047699751> Meeting ID: 930 4769 9751 Dial In +1 929 205 6099 US (New York)
MINUTES

Participating Voting Members: Adrienne Cochrane, Daryle Dudzinski, Josh Geballe, Sal Luciano, Fran Pastore, Paul Potamianos, John Scott, Michael Soltis, Glendowlyn Thames, Molly Williamson, Henry Zaccardi, Justin Zartman

Participating Nonvoting Members: Eva Bermudez Zimmerman, Alex Marcellino

Absent: Richard Duffy

Also Present: Andrea Barton Reeves, Laure Dickson, Brian Boyer, Kris Floyd, Erin Choquette, Kim Nardone (Cohn Resnick)

1) Call to Order & Welcome Fran Pastore, Board Vice Chair, called the meeting to order at 9:01 a.m.

2) Roll Call Erin Choquette took attendance and verified the existence of a quorum.

3) Acknowledgement of public members Ms. Pastore acknowledged that members of the public were observing the meeting via Zoom.

4) Review & approval of July 9 board meeting minutes Vice Chairperson Pastore asked the members of the Board to consider adopting the draft minutes from the July 9, 2020 Board meeting. Sal Luciano moved their adoption, seconded by John Scott. There was no discussion. The motion was adopted unanimously.

5) Finance Committee Report John Scott reported to the Board members that the Bond Commission had allocated \$6.9 million (of the \$25 million authorized in legislation) to the CT Paid Leave Authority for the purpose of building the employee contribution solution. Mr. Scott led the board members in a discussion about the Authority's obligation to repay the bond funds, in addition to the \$5.1 million in "seed funding" allocated to the Authority from general funds. Chairperson Geballe noted that the Authority is intended to be self-sufficient. CEO Barton Reeves reported that the updated actuarial report will include an assessment of the debt service, as well as the anticipated impact of COVID-related unemployment on the Authority. The Board identified the need for additional information about the repayment terms, including the interest rate and time frame for repayment.

6) Policy and Personnel Committee Report Michael Soltis explained the background and reason for the proposed revision to the Guidelines regarding the Selection & Use of Outside Legal Counsel. The members discussed the proposed revisions to the standard American Bar Association questionnaire and how the questionnaire information will be utilized by the Authority. Molly Weston Williamson suggested that the questionnaire be amended to seek information about the firms' provision of paid leave for all of the reasons covered by FMLA. Eva Bermudez Zimmerman moved that the policy be amended per Ms. Williamson's recommendation. Henry Soltis seconded the motion. The Board members approved the motion unanimously. Mr. Luciano moved to adopt the policy as amended, seconded by Glendowlyn Thames. The Board members approved the motion unanimously.

7) Outreach and Engagement Committee Report Molly Weston Williamson reported that the August Outreach and Engagement Committee meeting was cancelled because of the widespread power outages due to the tropical storm. Kris Floyd and Brian Boyer gave a presentation to the Board on the Authority's outreach and education priorities and efforts, including internal communications and engagement, scheduling additional webinars and community meetings and launching the Authority's social media presence.

8) Update on the Employee Contribution Build Kris Floyd and Laure Dickson gave a presentation to the Board on the status of the Employee Contribution Build, reporting that website testing is in process and that the public release of the website is scheduled for September 4, 2020. They also reported on the work being done, including synching with Business One Stop, to ensure that the employer, sole proprietor and self-employed registration will be ready by November 1, 2020.

9) Update on the private plans; comments, statutory interpretations Erin Choquette reminded the Board that the proposed Private Plan Application process was published in the CT Law Journal on July 21, 2020 and that the public comment period will end on August 21, 2020. She reported that the comments and questions that have been received thus far fall into 5 categories: clarification of the rules regarding self-insured plans; clarification that the DOI will not approve insurance rates; the interpretation of “all employees” to mean all eligible employees; the timing and frequency of the employee votes; and the method of the employee votes. The Board engaged in some preliminary discussions relating to these topics. Andrea Barton Reeves advised the Board that when the public comment period closes, the staff will summarize the comments and offer recommendations to the Board about potential revisions.

10) Discussion and vote on resolution regarding call center services Andrea Barton Reeves advised the Board about the growing indications that the Authority will need to have a live call center presence, in addition to the website, to help employers and employees navigate the new system and understand their roles and responsibilities and that the call center needs to be in place before the November 1st registration deadline. She also reported that preliminary estimates to establish or contract for a call center indicate that the costs exceed \$1 million. CEO Barton Reeves reported that United Way 211 is able and willing to contract with the Authority to provide these services, at least on an interim basis, at a significantly lower rate, which would enable the Authority to have a call center in place for the Fall of 2020 in a cost-effective way. Accordingly, CEO Barton Reeves asked the Board to consider adopting the resolution authorizing her to negotiate and enter into a contract with United Way 211. Molly Weston Williamson moved that the Board adopt the resolution, seconded by Henry Zaccardi. There was no further discussion. The motion was adopted unanimously.

11) Old Business CEO Barton Reeves reported that she had made an offer to a Chief of Staff and to a part-time Executive Assistant. She also reported that the Authority Controller will start on August 24th . Vice Chairperson Pastore asked if anyone else had any old business to bring up. No one responded.

12) New Business N/A

13) Adjournment There being no further business to discuss, Vice Chairperson Pastore asked the members of the Board to consider adjournment. Mr. Scott moved to adjourn, seconded by Mr. Zaccardi. There was no discussion. The motion was adopted unanimously and the meeting adjourned at 10:45 a.m.